

SAMPLE Mortar Board Membership Selection Timeline



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| December | Ask your school's registrar to provide you with the names of all eligible students (those that have enough credit hours and meet the GPA requirement) |
| January 17 | Based on what you have received from the registrar, finalize your list of eligible candidates |
| January 23 | Make sure all promotional materials are prepared and rooms are reserved for selections and initiation |
| January 29 | Hold a chapter meeting to practice your preferred selection method following the guidelines in the Membership Selection Handbook, available at www.mortarboard.org . |
| February 1 | Send out nomination/application forms to all eligible students. Use a variety of strategies, including: e-mails to all eligible students, fliers and posters, letters to college deans, stacks of forms in the student union and student activities office, or placing an advertisement in the campus paper. |
| February 15-21 | Mortar Board Week - a great time to promote Mortar Board on your campus with visibility efforts such as wearing Mortar Board t-shirts, talking to other student groups about membership, and gathering as many nominations as possible |
| February 21 | Deadline for all nominations and applications |
| February 23 | Selections meeting (following your preferred selection method) to pick the new chapter |
| February 26 | File your Official Membership Report (OMR) online so that the National Office can approve your candidates |
| March 9 | Make sure all plans for tapping are in place and ensure that you have received approval on all of your candidates from the National Office. |
| March 12 | Tapping should be held. Also, mail invitations for initiation to families and campus personnel. |
| March 18 | Your advisor will receive all of your initiation materials from the National Office including pins, certificates, and membership booklets. Make sure you do not give out the pins and certificates until the candidate has paid their dues! |
| March 25 | Hold an orientation meeting with both the old and new chapter members. Make sure candidates understand their commitment to Mortar Board. Collect dues and hand out Official Membership Booklets at the meeting. |
| March 30 | Initiation practice with outgoing chapter members |
| April 3 | Initiation Ceremony (follow the ceremony outlined in the Initiation Ceremony Booklet) |
| April 8 | Hold officer elections for the new chapter with outgoing chapter members present |
| April 10 | Ensure that all fees have been submitted to the National Office. |
| April 15 | Host a transition meeting between old and new officers. |
| April 16 | Report the names of your new officers and your conference delegate to the National Office. |
| April 22 | Hold the first meeting of the new chapter. At this time, you should schedule the first meeting for fall and brainstorm events for the coming year. |
| May 1 | Last day of classes at your school |

*** The above timeline is a guide and could vary slightly depending on your school's schedule. Even though quarter and trimester schools are in session well into May and June, it is still a good idea to conduct an early selections process to give your new chapter plenty of time to transition. As long as you are conducting selections after the first of the year, no time is too early (some chapters do their tapping during Mortar Board Week)!*